

March 27, 2015

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Administrative and Compliance Officer (P1/P2), Job Number 1504. **Deadline to apply is 5:00 p.m., April 24, 2015.**

ADMINISTRATIVE AND COMPLIANCE OFFICER (P1/P2) **\$4,250 - \$5,928 Per Month**

POSITION SUMMARY

Under supervision of the Director of Financial Services and the ABAG Legal Counsel, the Administrative and Compliance Officer performs a wide variety of professional, technical, and administrative assignments requiring independent judgement and initiative in a mission driven environment that values teamwork and collaboration.

TYPICAL DUTIES FOR THE FINANCIAL SERVICES DEPARTMENT

(The examples may not cover all duties which may be performed)

- Provide administrative support for the Financial Services Department
- Serve as the Clerk to the ABAG Finance Authority for Nonprofit Corporations (FAN) Board of Directors and Executive Committee
- Assist with meeting planning, including compliance with open meeting requirements
- Coordinate closing of debt issuance
- Monitor affordable housing compliance reports and perform periodic site visits
- Monitor arbitrage rebate compliance and continuing disclosure compliance
- Maintain the Financial Services Department's database, spreadsheets, reports, filing and storage systems and web site
- Coordinate with Accounting Department for transaction fees and collection
- Answer and respond to varied inquiries from public finance industry professionals
- Assist in preparing project/program reports and maintenance of project files
- Prepare project invoices and review backup documentation for completeness and accuracy
- Prepare, distribute, and archive correspondence, meeting agendas, minutes, and other documentation
- Provide department and agency-wide notarization services or be willing to become a licensed Notary Public

TYPICAL DUTIES FOR THE LEGAL DEPARTMENT

(The examples may not cover all duties which may be performed)

- Compose routine correspondence (letters, memorandums and emails) for Legal Counsel
- Fulfill requests for legal documents and forms from ABAG departments and enterprise programs
- Assist ABAG staff in responding to public records act requests from the general public
- Maintain essential organizational documents such as bylaws, conflict of interest codes, etc. for archival purposes and current agency use
- Maintain and manage electronic and paper files (active/inactive) for Legal Counsel
- Maintain and manage templates of commonly used documents for procurement of goods and services, contracts and the like
- Assist agency staff in routine uses of document templates
- Provide other administrative support, i.e. managing workflow, scheduling meetings and maintaining Legal Counsel's calendar

QUALIFICATIONS

- Superior organization, research and time management skills
- Excellent oral, written, and interpersonal skills
- Ability to understand and carry out oral and written instructions
- Proper use of grammar, spelling and punctuation for proofing and/or composition of documents, reports, memorandums and correspondence
- Ability to communicate effectively with other department managers, co-workers, vendors, city and county liaisons and the general public
- Ability to coordinate and work on numerous projects simultaneously with minimal supervision and keep track of ever changing schedules
- Attention to detail, self-directed, ability to take initiative, exercise good judgment, and work as part of a team
- Proficient with MS Office (Word, Excel, Access, PowerPoint) and project management software/systems and document management software/systems

EDUCATION AND EXPERIENCE

Associate Arts or Bachelor's degree required and a minimum of two years recent experience (within last 5 years) providing support services in legal or financial departments at government agencies, private firms or non-profit organizations.

ADDITIONAL INFORMATION

In December 2015, work location will move to Folsom Street and Beale Street in San Francisco.

COMPENSATION AND BENEFITS

Salary: \$4,250 - \$5,928 per month

Pension: CalPERS 2.5% @ age 67 retirement plan and Social Security with employer and employee contributions

Deferred Compensation: STARS/UTC 457 and/or ICMA-RC Retirement Plan (Voluntary)

Retiree Medical Account: \$100 per month employer contribution

Health Plans: Employer provides six HMO and three PPO Medical Plans, Delta Dental Insurance, and VSP Vision. Employee premium may be required depending on selected coverage.

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

APPLICATION PROCESS

Deadline to apply is 5:00 p.m., April 24, 2015. Please submit a cover letter, resume and employment application to:

ABAG H.R. 15-04
P.O. Box 2050
Oakland, CA 94604-2050

Reflecting the diversity of California, ABAG is an equal opportunity employer.

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R. 15-04, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.